

UPAAG Work Plan 2006

Mission: To protect public health and safety, to restore and enhance environmental quality, and sustain economic vitality through effective and efficient implementation of the Unified Program.

Philosophy: The Unified Program Administrative Advisory Group will continue to play an active role in policy oversight and implementation of the Unified Program. All Unified Program participants at the federal, state and local level shall engage in a quality of communication which enhances mutual trust

Top Active Work Plan Priorities

1.	Develop ways to better measure performance and communicate performance	Lead	Update
1	Project to track the progress of the new evaluation process	Cal/EPA UP (Jim Bohon)	Implemented April 2006
2	Development a format for an Annual State of the Cal/ARP report	CalARP Work Group (Howard Wines)	
3	Title 27 Data Dictionary Update	Data Management SC (Jim Bohon)	DSC finalized changes March 06. UPAAG in June 06.
4	Cal/EPA Enforcement Initiative <ul style="list-style-type: none"> Overall Cal/EPA Enforcement Program Operations Plan Research States & programs for performance measures. 	Enforcement Steering Committee (Larry Matz)	
5	Development of communications plan coordinated with the Cal/EPA enforcement communication plan.	Jim Bohon/Valerie Toney	Delayed until 2007

3.	Work together on standards & policy development, rule making, and legislative concept development and coordination	Lead	Update
1	AST legislation	Legislative SC (Bill Jones)	CCDEH working on language and author.
2	HSC Ch 6.95 updates	Legislative SC (Bill Jones)	2007/08 Legislative cycle
3	Development of Cal/ARP regulation change plan with regulation changes and time frames	CalARP TAG (Howard Wines)	

4	Legislation to sunset single-wall UST systems	Greg Smith, Jason Boetzer	Added 2/18/06 by request.
5	Develop a methodology to identify/measure UP work load.	Enforcement SC	
6	CUPA and LEPC program integration.	CUPA-LEPC Work Group	Work group formed at January UPAAG.

4.	Improve the uniformity of inspection and enforcement	Lead	Update
1	Develop a risk based regulatory program plan which outlines elements to be in a risk based inspection and enforcement program <ul style="list-style-type: none"> San Diego pilot performance measure project UP Regulatory Performance Model. 	Enforcement SC (Larry Matz) Mike Dorsey Larry Matz	
2	Clarify and update guidance documents <ul style="list-style-type: none"> Exec summary of AEO guidance Update AEO Guidance Update Inspection and Enforcement Guidance 	Enforcement SC (Larry Matz) AEO Work Group	
3	Achieve full implementation of the Unified Program for farms	Cal/EPA UP (Jim Bohon)	Target for FY 2007/08
4	Develop a format to record the development of UP Guidance or standards using the SWRCB Local Guidance letter or FAQ's and Q&A as a model format.	Jim Bohon / Peggy Harris / Valerie Toney	
5	Standardize violation classifications across all the UP program elements. Design a violation classification system. Identify legislative or regulatory changes that must be made to accomplish the standardization.	Enforcement SC	Draft presented at 2006 Conference.

5.	Pursue the development and delivery of coordinated training opportunities	Lead	Update
1	Create professional statewide CUPA beginning staff training		Training Steering Committee proposed to work on this area.
2	Expand non-conference training	Training Work Group	

3	Increase the number of inspector academy classes offered each year	Training Work Group	
4	Work with Cal/EPA Enforcement Initiative Training Team on development of a UP web based training tool	Training Work Group	
5	Focus class development on those subjects identified as part of the core curriculum for the UP	Training Work Group	
6	System to provide UP employee training. Fund the development of the training and attendance at this training with SEP's. Need to develop a SEP Policy or guidance on this subject.	Training Work Group	

6.	Improve data and reporting processes and infrastructure	Lead	Update
1			
2	US EPA Grant tie Unidocs to Cal/EPA system	Dan Firth	Grant approved April 2006. Contract expected June 2006.
3	UP Data System	Jim Bohon	Phase 1 implemented. Phase 2 sked for start May 2006.
4	Title 27 Data Dictionary Development	WG Information & Forms	DSC approved changes. Changes to UPAAG June 2006.
5	Coordinate Cal/EPA Data Dictionary Development	Data Management SC (Jim Bohon)	Formation of Cal/EPA steering committee proposed. Being worked on.

7.	Develop Career Marketing Plan	Lead	Update
1	Use CUPA Conference to target students	Don Johnson, Bill Jones	
2	Create student outreach processes	UPAAG	Training Steering Committee proposed to work on this area.

Note: Original Work Plan Priority “2 - Minimize the impact of new or increased workload” was consolidated into Priorities 3 and 4. The Priorities were renumbered after consolidation. Original Priorities 3 and 4 are now Priorities 2 and 3. New Priority 7 was added. by UPAAG.

Completed Work Plan Priorities

1.	Develop ways to better measure performance and communicate performance	Contacts for history
	Have come to a consensus that enforcement numbers are not the only or best way to measure program success	--
	CAL ARP Report	(Howard Wines)
	CUPA Forum Board established an Issue Coordinators position for this topic	(Mike Dorsey, Bill Jones)
	The evaluation process has gone through several revisions in the past, each improving the evaluation process from the previous program	(John Paine, Doug Snyder)
	Revised evaluation process that will base evaluation frequency and nature upon the history of the CUPA as noted in the past evaluations and the annual reports	John Paine/State Evaluator Agencies

3.	Work together on standard development, rule making, and legislative concept development and coordination	Contacts for history
1	Established a UPAAG Legislative SC	(Don Johnson, Bill Jones)
2	Established a single AEO process for all program elements (2481)	--
3	Develop a legislative SC process to coordinate development of legislative proposals with other UPAAG SCs and TAGS	(Don Johnson, Bill Jones)
4	Minor violation legislation	Bill Jones
5	CUPA Forum to established an Issue Coordinator position (CA Performance Model)	Bill Jones
6	Legislation tracking reports	Legislative SC
7	Update Issue Coordinators list for legislation purposes	Legislative SC
8	Identify regulations that may impact the Unified Program	Legislative SC
9	CESQG/Universal Waste 5% policy	(Mike Dorsey)

4.	Improve the uniformity of inspection and enforcement	Contacts for history
	AEO guidance document	(Bill Jones)
	Industry Workgroup issue resolution mechanism. Additional step: Memorialize the issues resolved by the industry roundtable by placing on the UP Web page.	--

	Inspection Report Guidance Document	(Bill Jones, Larry Matz)
	Development of the inspection guidance (report writing) and enforcement guidance (AEO)	(Bill Jones)
	Achieve full implementation of the Unified Program	
	Inspection Report Guidance Document implementation	Bill Jones, Jim Bohon
	Find better ways to use local, state and federal resources cooperatively	Enforcement SC

5.	Pursue the development and delivery of coordinated training opportunities	Contacts for history
	CUPA Conference	--
	Making UST Training available via website	(Laura Chaddock)
	Using settlement money to support training programs	(Bill Jones)
	Making classes available on disk	(Bill Lent)
	Established Cal EPA Assistant Secretary for Enforcement Training for state and local agencies	--
	Identify the conference classes/presentations that are to be taped and notify the speakers and their supervisors several months in advance.	Training Work Group, Conference Work Group
	Training Committee will identify other opportunities	Training Work Group
	Get USEPA involved in the conference with one training class and one non-conference training class	Training Work Group

6.	Improve data and reporting processes and infrastructure	Contacts for history
	Established Data SC	(Dan Firth, Jim Bohon)
	Data Management Plan	Data SC
	Reactivated TGIF	Jim Bohon
	Establish management of change program	Jim Bohon
	Put Data Management Plan into text format, clean up PowerPoint	Jim Bohon
	Linking of Unidocs and Geotracker	Liz Haven/Dan Firth
	Livermore-US EPA pilot project	Danielle Stefani

7.	Achieve full implementation of the Unified Program	
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	DTSC CUPA for Trinity and Imperial; others now certified. Continue to monitor for at least another year to be sure Trinity and Imperial Counties are operating as a CUPA	(Chuck McLaughlin)
	CAL ARP now a part of the CUPA evaluations. A survey/review of the program is needed to determine the level of implementation. A follow up project will be to develop an implementation schedule for those CUPA's not properly/fully implementing the program.	(Moustafa Abou-Taleb)
	Resolve Federal Facility Fee issue. Release guidance, discuss guidance with military then take appropriate action to enforce if military does not comply. Include AMTRAC, Post Office, and GSA in issue.	Larry Matz
	Improve the uniformity of inspection and enforcement	Enforcement SC
	Complete a review of the Business Plan Program implementation at agricultural facilities. The report on the review will recommend a course of action to be sure the program is fully implemented in a consistent manner statewide.	OES/Cal/EPA

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